

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, NOVEMBER 5, 2012
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Porter called the meeting to order at 6:04 p.m.

1.1.2 Roll Call

Present: Mayor Eugene Grant (Late Arrival), Councilmember Johnie L. Higgs, Sr., Councilmember Eugene Kennedy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

Staff: Robert Ashton, Acting City Administrator, Chris Cotillo, Chief of Police, Dashaun N. Lanham, City Clerk, Chief

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Higgs with a moment of silence regarding the loss of a City resident.

1.1.4. Approval of Agenda

The agenda was approved with the following modification-

Add 5.14 City Id's under New Business. It was motioned by Councilmember Raynor and seconded by Councilmember Higgs to approve the agenda. The motion carried.

2. PRESENTATIONS:

2.1. Steve Proctor-Proctor & Associates, LLC

- Mr. Proctor stated that they had a relationship with the City in the past and assisted the City in receiving bond money and grants.
- He explained the benefits of partnering with the firm.
- **2.2. Introduction of Chris Cotillo-**

- Mr. Ashton introduced Chief Cotillo who started working with the City on October 26, 2012.
- Chief Cotillo stated that he was a Prince George's for 28 years. He was the Commander of District II in Bowie and he brought crime down in the double digits for four years.
- Council President Porter requested the Chief to bring the staff before the Council.
- Councilman Yeargin wanted to know the top three priorities for the Department.
- Chief Cotillo stated that he has reviewed the part-time work policy with the officers. He stated that the officers must be working within the District to avoid liability issues. The officers do not have the authority to make an arrest outside of the city.
- They will be changing to a rotating schedule in January.
- He stated that the officers must do one hour of foot patrol during the shift. They must ride around with the flash
- He stated that the five cars that were approved are waiting on the parts.
- Mayor Grant thanked the Council for the faith and confidence they had in him in making the selection for the Chief of Police.
- He stated that they created an interview panel that didn't consist of him or a staff person.
- The panel interviewed the top candidates and forwarded the recommendation of the two final candidates.
- Mayor encouraged the Chief to stay focused and stay the course as to why he was hired.
- Mayor Grant stated that he has lost faith in the officers and he hopes the Chief can make the changes in the Police Department.
- He stated that if he does not see any changes he will be going to the media.
- He stated they are a part of the Government and they do not show respect for our process with regards to ordering supplies.
- He stated that he has never heard of a permanent schedule for the police department.

3. LEGISLATION

- Ordinance O-13-05 FY2012-2013 Budget Amendment for Chief of Police Salary Upgrade. Ordinance O-13-05 was introduced by the City Council on Monday, November 5, 2012 and the first reading was concluded

- Ordinance O-13-06 Amendment of Personnel Rules and Regulations Manual. Ordinance O-13-06 was introduced by the City Council on Monday, November 5, 2012 and the first reading was concluded.

4. REPORTS

4.1. Mayor's Report:

- Mayor Grant thanked the team for a job well done in preparation for Hurricane Sandy.
- He thanked the Council who attended the meetings and those who worked with the Command Post.
- He thanked Officer Johnson for checking in on the Public Works Department.
- He thanked the Fire Department for allowing the Command Post to be in the Fire Department. The Fire Department had exhausted their budget to feed the personnel.
- He stated the Fire Department will be doing some training on FEMA so we can go after some federal dollars.
- He stated that we are expecting a storm this coming Wednesday, November 7, 2012. He believes we will have a bad winter this year.
- He stated that he would like to have a discussion on the purchase of a generator under New Business. The preliminary figure is \$30,000. It can be used for City Hall and the Public Works Department.
- He stated the Council needs to know their residents who may be on dialysis. This can assist them with power outage concerns.
- Councilmember Kennedy stated it is good to have someone here to answer the calls.
- Councilmember Higgs stated that he agreed with Mayor Grant and we need to be proactive.
- He stated that we do not need to close when the County closes. He stated that he can check into the Government Purchase on the generator.
- Councilwoman Simms stated that she had an opportunity to attend an Emergency Preparedness Training. She stated that the Mayor had it down and all who needed to be present were in attendance in the meeting.
- She feels we need to adopt the process that the Mayor used into a policy.

4.2. City Administrator Report:

- Mr. Ashton stated that the Legislative Breakfast is scheduled for December 13, 2012. He stated that the packet will have section for the Council Bio's, which

were recently submitted. He asked the Council to review their bio's and provide any updates.

- The State Highway Administration is drafting the MOU for the MD704 Improvement project.
- He stated that he sent a letter regarding the Cable Franchise agreement requesting an extension by a year.
- He stated that the Public Works Department provided an update assessment report and the revised street sweeping schedule.
- He has requested that the Council provide any input for the Veteran's Day program to Mrs. Sanders.
- He stated that the County is looking into the concerns on the Carrington Ave water drainage problem.
- He stated that the Financial and Quarterly report has been submitted to the Council.
- He stated that the current personnel policy allows the staff two hours to vote. They have scheduled the voting time to ensure coverage.

4.3. Council Committee Reports:

- The City Council Committee was assigned in the meeting.

• 5. NEW BUSINESS

5.1. Council Committee Assignments

- Council President Porter provided the City Council with the Council Committee list.

5.2. City Charter Review

- Councilwoman Stephenson asked the City Council to view the Charter
- She stated that some of the language appears to be outdated in particular the regulation on the Cemetery.
- Councilman Yeargin stated the last charter discussion was to have it reviewed legally chapter by chapter.
- Council President Porter requested the Acting City Administrator to check with University of Maryland.
- He stated it should go into the Government Affairs Committee.

5.3. Redistricting Ward Boundaries

- Councilwoman Simms stated that the Council may want to consider redistricting the wards in the City.
- Mayor Grant stated we cannot redistrict for another 10 years. He stated it can be reviewed with the City Charter

5.4. Thanksgiving Basket Memorandum

- Council President Porter stated that the memorandum from Mrs. Sanders is for information purposes to the Council regarding the basket.

5.5. Council Computer Upgrade

- Councilmember Higgs requested the City Council review the proposal.
- He stated that while he was out of town he could not use his laptop
- He stated that the laptops will be obsolete soon.
- Councilwoman Simms stated that she feels the Council need to purchase the iPad themselves, if interested.
- She stated the City just recently purchased the laptops for the Council.
- Councilwoman Stephenson wanted to know what will happen with the current laptops.
- Councilmember Higgs stated that they will be provided to the staff.
- He stated they can go to the Public Works Director, Chief of Police, Human Resource Office or any staff that is in need of a laptop.
- Councilmember Yeargin stated he feels the laptops should be pro-rated and sold to the Council.
- Councilmember Raynor stated he agreed with Councilmember Yeargin, but feels that the laptops can be donated to Seat Pleasant Elementary School.
- Councilwoman Stephenson stated she like the idea of the School, but feel the Activity Center can use them too for Computer Classes.
- Mayor Grant stated that technology will always change. He stated that the iPad do not have the storage capabilities. You will need to use iCloud for the storage of documents, which does not provide the spacing.
- He stated that they will need to follow the procedures with government property.
- Council President Porter stated his idea was to have the iPad as a supplement and keep them both.
- He stated the idea was for the Council to purchase the laptops at the pro-rated cost.
- It was the consensus of the Council to research the storage capacity on the iPad with iCloud, and the pro-rated cost of the laptops.
- Mayor Grant stated we can auction the property off annually.

5.6. City Hall Closing Day after Thanksgiving

- Mr. Ashton stated that the City should close on the Day after Thanksgiving, as an employee appreciation day.
- Councilwoman Simms stated we have reviewed this with the Personnel Manual. She wanted to know what the cost will for the day.
- Mr. Ashton stated it will be about \$2,000 in personnel cost.

- Councilwoman Simms wanted to know if the employees will be using their leave or reducing the bonus.
 - It was motioned by Councilmember Raynor and seconded by Councilmember Higgs to approve the Day after Thanksgiving as an Employee Appreciation Day.
 - FOR: Higgs, Kennedy, Raynor, Stephenson, and Yeargin
 - AGAINST: Porter and Simms
 - It was motioned by Councilmember Porter and seconded by Councilmember Simms to have the employee's work a half day the Day after Thanksgiving.
 - FOR: Higgs, Kennedy, Porter, Raynor, Simms, Stephenson, and Yeargin
 - AGAINST: None
- 5.7. Public Session Meeting Date for November**
- Council President Porter stated that the Public Session for the month of November will fall on a Holiday.
 - It was the consensus of the Council to have the Public Session on Tuesday, November 13, 2012.
- 5.8. Council Goals & Objective for the Upcoming Year**
- The City Council decided to review the goals in December
- 5.9. Crime Prevention Meetings**
- Councilwoman Stephenson stated that the Council needs to plan different days for the month throughout the city.
 - She stated we need to have more participation from the Council.
 - The City Council to come up with ideas or ways to bring the city forward.
- 5.10. Municipal Government Month**
- Council President Porter that the requirements for the Municipal Government Works month has changed some. They now want us to have an activity along with the flying the flag and passing the Resolution.
 - He stated that we should advertise the Municipal Government Month in the Community News.
 - He stated that we as a councilperson can speak at the school to the Fourth Grade Class.
 - He requested for the City Clerk to verify if they could bring the class to the City Hall as a field trip.
- 5.11. Update on Geocache**
- Council President Porter stated that he is waiting on information from MML. He will provide the City Council with copies upon receipt.
- 5.12. Purchase of Generator for City Hall**

- Mayor Grant stated the cost to purchase the generator is \$30,000 and it will be an additional cost for the foundation and the electricity.
- He stated that the City is in need of the generator to avoid losing power to City Hall and the Public Works building during a storm.

5.13. Employee Christmas Bonus

- Mr. Ashton stated that Councilmember Kennedy requested him to provide the Council the list of the proposed Christmas Bonus to the employees.
- Councilwoman Simms wanted to know the difference between the Christmas Bonus and the bonus that was budgeted.
- Mr. Ashton stated that the bonus that was budgeted was in lieu of the performance evaluation.
- Mr. Ashton stated that the recommended line item for the bonus is the vacant position of the City Administrator and Police Chief.
- It was requested for the Mr. Ashton to provide the Council with the report at the December Regular Work Session.

5.14. City Identification Card System

- Councilwoman Simms stated that she has reviewed the quotes provided by the Human Resources Officer and they are identical.
- She will be asking the Human Resources Officer to provide a different quote from another company of the same machine.

6. UNFINISHED BUSINESS:

6.1. City Administrator Position

- Council President Porter asked the City Council if they were available to meet on Wednesday, November 14, 2012 to review the resumes of the candidate of interest.
- The Council agreed to meet on Wednesday, November 14, 2012.

6.2. Update on Economic Development Position

- Mr. Ashton stated that the panel has been established and will consist of the Economic Development person from Bowie, and College Park, Beatrice Tignor, Prince George's County Municipal Liaison, Robert Ashton, Acting City Administrator and Lauren Hayes, Human Resources Officer.
- He stated the panel will be meeting to review the resumes and set-up an interview dates shortly after.

7. ANNOUNCEMENT

7.1. Councilmember-At-Large Meeting, Friday, November 9, 2012, Seat Pleasant City Hall-Council Chambers from 6:30p.m.-8:30p.m.

7.2. Veteran's Day Program, Monday, November 12, 2012, Seat Pleasant Activity Center, 5720 Addison Road, Seat Pleasant, MD 20743 from 10:00a.m.-12:00p.m.

7.3. PGCMA Legislative Reception, Thursday, November 15, 2012, City of Glenarden, 8600 Glenarden Pkwy, Glenarden, MD from 6:00p.m.-8:00p.m.

7.4. National League of Cities Congressional Cities Conference, Boston, MA. November 28-December 1, 2012

7.5. Regular Work Session, Monday, December 3, 2012, Seat Pleasant City Hall-Council Chambers at 6:00p.m.

7.6. Seat Pleasant 3rd Annual Legislative Breakfast, Thursday, December 13, 2012, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD 20743 from 7:00a.m.-10:00a.m.

7.7. City Website Demonstration for Citizens "How to Use the City Website", Thursday, December 20, 2012, Seat Pleasant City Hall-Council Chambers from 1:00p.m.-2:00p.m.

ADJOURN-The meeting adjourned at 9:25pm

Submitted by,



Dashaun N. Lanham
City Clerk